

**MONROE COUNTY, FLORIDA**  
**JOB DESCRIPTION**

**Position Title:** SR SYSTEMS ANALYST  
**Position Grade:** 9

**FLSA Status:** Exempt

**Date:** 7/23/98  
**Job Code:** 9-7

Unknown  
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**GENERAL DESCRIPTION**

(The information of the description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.) To recommend, configure, analyze, and troubleshoot PC and Networking Hardware and Software, as well as AS/400 hardware/Software. Responsible for special projects for PC analysis and disasters.

**KEY RESPONSIBILITIES**

1. Analyze, troubleshoot & configure PC's, Network, and AS/400 problems for hardware and software applications.
2. Analyze and troubleshoot server & client applications (NT server, NT workstation, SNA, Exchange, and IIS)
3. \*Implement, organize, and maintain Monroe County's Internet/Intranet.
4. \*Conversion of AS/400 applications to PC Platform. Design and implement database applications for designed divisions/departments.
5. \*Analyze, troubleshoot, and assist other technicians in complicated technical issues and troubleshooting.
6. Planning and overview of PC hardware, server configurations and third party compatible software for Monroe County Divisions and departments.

**\*Indicates an essential job function**

**Position Title:** Senior Systems Analyst

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**KEY JOB REQUIREMENTS**

**Education:** Bachelor's Degree required.

**Experience:** 3 years to five years minimum amount of prior related work experience. Should possess previous experience as a Systems Analyst with Monroe County.

**Impact of Actions:** Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside the assigned department.

**Complexity:** Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.

**Decision Making:**

Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.

**Communication**

**with Others:** Requires regular internal and external contacts to carry out programs and to explain specialized matter. Occasionally requires contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies, and procedures.

**Managerial Skills:** Has responsibility or authority which is limited to the direction of temporary workers.

**Working Conditions:** Normal office situation.

**Physical Effort:** Typically sitting at a desk or table; Intermittently sitting, standing, stooping; typically bending, crouching, stooping; Typically crawling and/or kneeling; Light lifting or carrying 25 lbs. or less.

**Position Title:** Senior Systems Analyst

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**APPROVALS**

*Department Head:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Division Director:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*County Administrator:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*On this date, I have received a copy of my job description relating to my employment with Monroe County:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_